

MILESTONES IN IMPLEMENTING NEW RETIREMENT PROGRAM-- JUNE - DECEMBER 1986

- ° Initiate meetings of Policy Group and Working Group for new retirement system and establish milestones for each group. June 86
- ° Identify actions that must be taken to implement new retirement system within OP, OF and OIT and resources required for implementation. June - July 86
- ° Develop policy and procedures for administration of retirement system, i.e., payroll deductions, thrift plan deductions, refunds of contributions, employee transfers, claims for retirement, etc. June-August 86
- ° Conduct programs to familiarize personnel involved in administering the new system, employees, and components with features of the new legislation. June-August
- ° Identify automation requirements for implementing new system and begin modifications/development efforts. June-July 86
- ° Review educational material on new retirement system developed by private consulting firms and determine which would be useful for Agency employees. July - August 86
- ° Initiate writing of new Agency regulations and procedures for administration of new system. July-August 86
- ° Meet with OPM representatives to discuss Agency requirements and determine implementation procedures. July 86
- ° Discuss Agency requirements with the Federal Retirement Thrift Board and determine procedures that the Agency must follow to satisfy Board policies. July 86
- ° Coordinate and obtain internal approval of new regulations and procedures relating to implementation of new system. August-September 86
- ° Submit regulations to Congressional Oversight Committees for approval. 1 October 86
- ° Conduct employee seminars on Thrift Savings Plan options. November 86
- ° Provide further training of OP and OF employees involved in administering the new retirement program on the new regulations and procedures that will be followed. November - December 86
- ° Complete modification/development of automated systems and initiate testing and training on new systems. December 86

JANUARY - JULY 1987

- ° Implementation of in-house procedures and deductions for Thrift Savings Plan and new retirement program begins. 1 January 87
- ° Establish procedures for employees to transfer to FERS. February 87
- ° Conduct additional seminars on retirement benefits for employees interested in transferring to new retirement system. March - May 87
- ° Conduct seminars on Thrift Savings Plan for employees currently in CSRS and CIARDS prior to start of open season in July 1987. June 87
- ° Initiate processing of employees transferring to FERS. July 87